



July 31, 2020

VIA FIRST-CLASS MAIL & FACSIMILE

State of Wisconsin  
Department of Workforce Development  
Dislocated Worker Unit  
Post Office Box 7972  
Madison, WI 53707

The Honorable Luke Diaz  
Mayor's Office  
City of Verona  
111 Lincoln Street  
Verona, WI 53593

RE: PC/Nametag, Inc. – Permanent Layoff Notice

Ladies and Gentlemen:

The purpose of this letter is to inform you that PC/Nametag, Inc. is implementing a permanent layoff involving a number of its staff at its facility located at 124 Horizon Drive, Verona, Wisconsin, 53593. The layoff is in response to unforeseen circumstances relating to the global pandemic involving the SARS-CoV-2 virus and illness it causes, known as Coronavirus Disease 2019 (COVID-19), impacting the business. The layoff is being implemented effective August 7, 2020 and will affect approximately 33 employees. The layoff will be permanent and we do not anticipate recalling any of the affected employees.

On April 3, 2020, PC/Nametag notified employees that they would be temporarily furloughed through July 31, 2020. However, due to the unprecedented effect of the pandemic on the meetings and nametag industries, as well as the continued decline over the past four months, it is now reasonable foreseeable that effects of the pandemic will continue to affect our business.

Enclosed is a list of affected employment positions and the number of affected employees in each affected position. The employees are non-union and do not have any bumping rights. The Company will ensure that employees are timely paid all wages earned through the date of termination.

Please let me know if there is anything we can do to assist the Department of Workforce Development, its Workforce Development Board, or the City to share information with our employees concerning any federal, state, or local government benefits or resources that may be available to them under the circumstances.

Please also contact me at (608) 845-1892 if you have any questions or require any additional information. Thank you.

Sincerely,  
PC/Nametag, Inc.

A handwritten signature in dark ink, reading "DeLyn Schafer". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

DeLyn Schafer  
HR Recruitment and Engagement Manager

Enclosure: List of Affected Employment Positions and Number of Affected Employees

**PC/Nametag**  
**July 31, 2020**

**AFFECTED POSITIONS**

<b>Job Title</b>	<b>Number of Affected Employees</b>
Accounting Supervisor	1
Account Manager	1
Assembly Tech	4
Copywriter	1
Customer Experience Manager	1
Digital Printer	1
Director of Customer Service	1
Event Specialist	7
Financial Analyst	1
Inventory & Purchasing Specialist	1
Machine Operator	1
Product Manager	1
Production Graphic Artist	3
Production Manager	1
Purchasing & Database Coordinator	1
Ribbons MFG	3
Senior Client Advisor	1
Shipper/Receiver	3
	<b><u>Total: 33</u></b>